

June 1, 2002

TO: Executive Directors  
Child Development Programs

FROM: Donna Salaj, Manager  
Contracts Office

SUBJECT: 2002-03 CHILD DEVELOPMENT CONTRACTS

Attached is a summary of the changes in the 2002-03 Child Care and Development contracts and Funding Terms & Conditions (FT&Cs). (Please note, however, that you should be familiar with all contract requirements in addition to the changes made for 2002-03.)

On June 10, 2002, the FT&Cs will be available on the Internet at <http://www.cde.ca.gov/fasdiv/> and may be downloaded and printed for your files. Prior year, 2001/02 FT&Cs will remain on the website for your convenience. In addition, the program requirements for the quality (one-time only) programs will also be posted this year. However, if you do not have Internet capabilities, you may request a hard copy by contacting the appropriate contract analyst listed below.

Please sign and return your contract(s) to the Contracts Office as soon as possible to ensure timely receipt of your first apportionment. Public agencies needing a resolution may forward their contracts prior to formal board action (local policies permitting) if a letter is included indicating when the board will meet and that the required resolution will be forwarded to the Contracts Office at that time.

If you have any questions regarding funding term changes, please call Doris Morris at (916) 323-5591 or me at (916) 323-7397. If you have questions regarding the status of your contract, please call:

Sandy Shongood	323-5890	General Fund Contracts
Dawn Odekirk	445-6826	Federal Fund and CalWORKs Contracts
Bettina Gray	445-3844	Quality Contracts

## SUMMARY OF CHANGES 2002-03 CHILD CARE AND DEVELOPMENT CONTRACTS

Revisions below are in addition to changes made with the 2001-02 amendments. Call Doris Morris (916) 323-5591 if further information is needed regarding 2001-02 revisions.

Any changes in Budget Act relative to the Child Development programs, including CalWORKs, will be incorporated into the COLA amendments for 2002/03

### All Programs

- Facesheets will reference the website location of all 2002-03 FT&Cs.
- Added Section numbers to the Table of Contents consistent with Section numbers in the document.
- To clarify the request for equipment bidding and approval requirements, the word “and” was added after first equipment purchase requirement paragraph in Section III.C, Equipment Bidding and Approval Requirements” to signify both are required, not one or the other.
- Changed Audit due date language in Section VI.I, Audits and Auditors, to clarify that the audit due date is based on the agency’s fiscal year – the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the agency’s fiscal year.
- Consistent with the audit and auditors due date change, changed Section IV.F, Audit Requirement for Subcontracts to submittal of subcontract audit along with contractor’s audit.

### Direct Service Programs

#### Preschool

- To clarify general admission procedures, added language prohibiting concurrent enrollment in both preschool and a state or federal funded child care program without CDD’s approval, Section III.A. Admission Policies and Procedures.

### CalWORKs Programs

- Incorporated language changes pursuant to the new CalWORKs Child Care Title 5 California Code of Regulations approved on June 30, 2001.